

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
Curriculum Instruction Accountability and Assessment
Monday, April 10, 2023
8:30 AM***

Conducted by Remote Participation <https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Topic: Arlington School Committee - Curriculum, Instruction, Assessment and Accountability Subcommittee Meeting

*Join Zoom Meeting
<https://us02web.zoom.us/j/89762700457>*

*Meeting ID: 897 6270 0457
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+1 719 359 4580 US
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*Meeting ID: 897 6270 0457
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Open Meeting (J. Morgan)

Approval of Job Descriptions

- *Communications Specialist*

- *Technical Theater Manager - Arlington High School*
- *Gibbs Liaison/Transition Support Role*

Adjournment (J. Morgan)

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Jane Morgan, Chair

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at ediggins@arlington.k12.ma.us.



Town of Arlington, Massachusetts

Meeting Location (Via Zoom)

Summary:

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Town of Arlington, Massachusetts

Open Meeting (J. Morgan)



Town of Arlington, Massachusetts

Approval of Job Descriptions

Summary:

- Communications Specialist
- Technical Theater Manager - Arlington High School
- Gibbs Liaison/Transition Support Role

ATTACHMENTS:

Type	File Name	Description
▢ Approval of Job Description	Technical_Theater_Manager_Job_Description_-_Arlington_High_School_.pdf	Technical Theater Manager Job Description - Arlington High School
▢ Approval of Job Description	Communications_Specialist_Job_Description_3.2023_(1).pdf	Communications Specialist Job Description 3.2023 (1)



Arlington Public Schools

Education That Empowers

ARLINGTON PUBLIC SCHOOLS Arlington, Ma 02476

JOB DESCRIPTION JOB DESCRIPTION

POSITION: Arlington High School - Technical Theater Manager

JOB GOALS: Arlington High School is currently completing construction of a state of the art performing arts center including 850 seat theater, 3,000 sf black box theater, music production lab, band and choral rooms, practice rooms, and dressing rooms. The facility is the home of a rich, inclusive, and collaborative program of drama, music, educational, and community events. This position is responsible for coordinating the technical theater program at Arlington High School (AHS), managing the technical assets and support for the Arlington High School theater and event spaces, and coordinating technical theater support with outside users of the theater facilities. The manager works closely with faculty, staff, and students to help manage a year-round busy production schedule with performances from the Performing Arts departments, as well as events throughout the other academic departments and community programs. In addition, they work with the district rental program to support outside users.

MINIMUM QUALIFICATIONS:

- 5 years of experience working in educational settings with high school age students
- Experience in technical theater
- Bachelor's Degree (Master's or other advanced degree preferred)
- Teaching certification preferred
- Excellent communication skills
- Excellent operational skills including use of spreadsheets, word processing, and scheduling applications

PERFORMANCE RESPONSIBILITIES:

- Coordinate maintenance of equipment and technology used in the theater/auditorium. This is including, but not limited to: Sound, Lighting, Video, Scene Shop, House, Stage, and Consumables.

- Work directly with students to train, supervise, and support them in all aspects of technical stagecraft. May include teaching a course or running extracurricular clubs. Serve as a positive adult role model during interactions with students.
- Physical demands include dexterity for carpentry, construction, metal work, mechanical, and supply operation, including but not limited to using power and hand tools, equipment, driving, writing, typing, using electronic devices, computer, phone, office machinery, copy machine, and printers.
- Support Event Needs
 - Develop an efficient system and set of criteria for booking theatrical spaces with necessary supports available to event planners
 - Ensure a trained individual is present throughout events when the auditorium is in use.
 - Oversee or otherwise make arrangements for technical and personnel needs to be in order for each event held in the auditorium.
 - Coordinate availability of video recording/live broadcasting of APS events.
 - Schedule front of house and technical staffing as needed for events.
 - Administrative needs, including but not limited to ushering, ticketing, house management, and equipment operation.
- Support Theater Program Safety
 - Support training of theater users and clear students and staff to work with technical equipment.
 - Ensure compliance with all local, state, and federal safety requirements.
 - Communicate safety needs to the Administrators related to preventative, on-going, and reactionary maintenance.
 - Ensure user groups are properly trained prior to use of auditorium equipment.

REPORTS TO: Performing Arts Director (Primary), High School Principal (Secondary)

TERMS OF EMPLOYMENT: Full Year, Individual Contract

SALARY: \$80,000-\$110,000

The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.



Arlington Public Schools

Education That Empowers

The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.

ARLINGTON PUBLIC SCHOOLS

Arlington, MA 02476

JOB DESCRIPTION

POSITION: Communications Specialist

JOB GOALS: The Communications Specialist performs a variety of duties in support of the Department of Communications and Family Engagement with respect to communications with the Arlington Public Schools community. This person will be a resource to district administration and will be responsible for oversight of publicly-posted information on district and school websites and development of public-facing communications for the district. This role will also work with the Director of Communications and Family Engagement to coordinate communications with Town departments and community organizations.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Communications, English, or equivalent required; Master's degree in Communications or related field.
2. At least five (5) years of communications experience. Experience with educational institutions preferred.
3. Experience in website management, writing for public consumption, basic graphic design applications, and implementing communications plans.
4. Experience building positive working relationships with diverse stakeholders.

KNOWLEDGE AND SKILLS:

1. Experience writing for distribution to the press, public, and internal stakeholders.
2. Knowledge of effective communication tools, software, and strategies.
3. Experience with maintaining a website to ensure attractiveness, clarity, completeness, and positive user experience.
4. Ability to develop, sustain, and adapt communications routines, including newsletters, website articles, and others as needed.
5. Demonstrated capability to work collaboratively with a variety of stakeholders including internal leadership and line staff, and community members.
6. Excellent oral and written communication skills, along with strong visual design skills.
7. Strong technology skills, including experience with websites, social media, and messaging applications.

PERFORMANCE RESPONSIBILITIES:

The essential functions and duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.



Arlington Public Schools

Education That Empowers

1. Support implementation of district's external and internal Communications Plan:

- a. Provides articles on current events and developments in the district for both internal and external audiences.
- b. Manages district social media presence.
- c. Coordinates with the Superintendent's Office to update the District calendar on the website.
- d. Manages outside contractors that prepare materials for distribution on websites and social media.
- e. Coordinates with Town departments and outside organizations for sharing information of interest to the school community.
- f. Prepare and distribute Superintendent's Updates, based on an approved template.
- g. Support Human Resources Department with messaging in support of APS hiring.
- h. Thought partner to Director and Superintendent on increasing communications effectiveness as strategies and tools evolve according to needs and capacities.
- i. Ensure at least quarterly communication to APS staff connecting ongoing initiatives and projects to accomplishment of mission and in service of vision.
- j. Complete special communications projects as assigned by the Director and/or Superintendent.

2. Manages and supports district websites:

- a. Ensures the district website is attractive, user-friendly, up-to-date, and regularly reviewed for ensuring information shared is accurate, timely, and accessible to all community members.
- b. Collaborates with school leaders to ensure school websites are consistent with district standards and minimum requirements.
- c. Collaborates with the IT Department to ensure website structure supports needs of the district.

TERMS OF EMPLOYMENT: Full year position

REPORTS TO: Director of Communications and Family Engagement

SALARY & BENEFITS: \$80,000 to \$110,000

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Town of Arlington, Massachusetts

Adjournment (J. Morgan)



Town of Arlington, Massachusetts

Submitted by Jane Morgan, Chair